



U.S. CONSULATE, HYDERABAD, INDIA

VACANCY ANNOUNCEMENT NUMBER: HYA-MGMT-02-09

The U.S. Consulate in Hyderabad is seeking an individual for the position of **Carpenter in the Maintenance Section.**

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Carpenter, HYA-526003
(Personal Services Agreement)

OPENING DATE: March 19, 2009

CLOSING DATE: April 02, 2009

WORK HOURS: Full-time; 48 hours/week

SALARY: Not Ordinarily Resident: Grade: FP-AA
Ordinarily Resident: Grade: FSN-4*
*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION MAY NOT BE ACCEPTED.

BASIC FUNCTIONS OF POSITION:

- These incumbent servers to perform all type of carpentry tasks for new installation, repair or alterations for all govt. owned and leased houses. This position directly reports to the Maintenance Supervisor.
- This incumbent get his assignment from Maintenance Supervisor orally or through work orders, building plans or layout drawings to perform various range of carpentry skills and techniques for repair/replacement of doors/windows, fabricating new cabinet/grill/cabin/shutters, installation of false ceiling/partitions/ carpet tiles/hardware, assembling of modular office furniture/kitchen cabinets, etc.

- Select material and tools, measure and cut material to require lengths and dimensions, decide on method and techniques to use with little check during its progress. Install structural and trim items by nailing, bolting, doweling and gluing. Planes, sands, and finishes completed work. Insure that installed components are in level and accurately aligned with other surrounding objects.
- Keep account for all tools, materials and supplies and turn in unused old, new and unserviceable items to supply room. Clean up and keep his work area safe.
- Fill in work order with work time, date, and attach all material request, drawings or turn-in slip, necessary paper for any equipment issued and turn in to foreman. Perform other duties as assigned by foreman or supervisor.

REQUIRED QUALIFICATIONS:

- a) **Education:** Completion of Primary school is required. Completion of vocational training, apprenticeship recognized as producing journeyman skill or equivalent experience is required.
- b) **Prior work experience:** Must have three year shop experience
- c) **Post Entry Training:** On the job training is required.
- d) **Language Proficiency:** Level II English and Level II Telugu language ability is required. Must be able to read and understand work order and installation manuals. Sufficient oral capability to discuss the problems and basic structure of the trade is required. Must able to write material request and complete work order information.
- e) **Knowledge:** Must have knowledge of standard woodworking techniques and basic shop mathematics for measurement and cutting. Must have basic knowledge of various carpentry materials quality and their applications.

SELECTION PROCESS:

Qualified Eligible Family Members of Mission India employees and applicants with U.S. Veteran Preference will be given preference. Therefore, it is essential that the candidate address the required qualifications in the application.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflicts of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of that appointment.

TO APPLY:

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01 (Rev 05/04), available online at:
http://hyderabad.usconsulate.gov/job_opportunities.html or
http://newdelhi.usembassy.gov/job_opportunities.html
2. OPTIONAL: Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.
3. Candidates who claim U.S. Veterans preference must provide a copy of form DD-214 with their application

SUBMIT APPLICATION TO:

By Mail: Human Resources Office
American Consulate General Hyderabad
Paigah Palace
1-8-323, Chiran Fort Lane
Begumpet, Secunderabad-500 003
Andhra Pradesh, INDIA

or

By E-mail: HyderabadVacancies@state.gov

Please insert “: **HYA-MGMT-02-09**” (Vacancy Announcement Number) in the subject line of the E-mail. Applications without the Vacancy Number or with the incorrect Vacancy Number may not be considered.

DEFINITIONS:

1. EFM: US Citizen spouse or US citizen child as referred to in 14 FAM 511.3 (1), who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department’s current legal and statutory definition of EFM.
3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.

4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for this announcement must be received by the Human Resources Office by close of business April 02, 2009.

Cleared by: MO - WHBoyle
Approved by: MO - WHBoyle

AN EQUAL OPPORTUNITY EMPLOYER